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OFFICE OF STRATEGIC SERVICES

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MEMORANDUM TO:



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It has been decided that one Staff Meeting each week will be devoted exclusively to problems of the intelligence branches. This meeting will be under the chairmanship of the Director or of an Assistant Director. It will take place in the Projection Room from 9 to 9:45 on Tuesday mornings.

The Secretariat is charged with preparing the agenda, items of which will be proposed by the relevant branches.

R&A Division Chiefs are asked to submit to the Office of the Chief of R&A before the close of business on Friday matters which they wish to be entered upon the agenda and discussed at the Tuesday meeting. R&A is currently authorized to bring to the meeting as many as ten representatives, but is naturally asked to keep the number to a minimum. R&A Division Chiefs who have problems proper for agency discussion should count on attending meetings when these matters are discussed. In some cases they may wish to be accompanied by key members of their staffs who have more immediate knowledge of the problem at hand. They may even wish to have these staff members substitute for them. Both procedures are entirely correct according to the present directive.

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Research and Analysis Branch

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